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US 0032-70

27 January 1970

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records I #4-70,
12, 14, 16 January 1970

Student Body

25X1A

1. Seventeen students completed the course. An eighteenth, [REDACTED] withdrew on the first day because of a death in the family. The students ranged in grade from GS-03 through GS-14 (average, GS-08) and in length of service from a few months through twenty-one years (average, 8 years).

25X1A

25X1A

2. This class was unusual for the number of students from [REDACTED] 25X1A Their attendance was arranged through the [REDACTED] Records Management Officer, [REDACTED] He hopes that subsequent students may include supervisory personnel as well as clerical staff.

Course Content

3. There was no change in the content of this course, although care was taken to emphasize some of the problems peculiar to DO.

Course Conduct

4. There were no changes in the presentation.

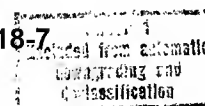
25X1A

Speakers

25X1A

5. [REDACTED] C/FI Staff, made a very good introductory speech. The students broke in with questions at several points, and what had begun as a rather generalized talk developed into a fairly frank and specific discussion. Both [REDACTED] and the students appeared to be surprised and pleased with the results.

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6. All other speakers were our regular representatives.

Course Critiques

7. Please see the course report for CS Records II, to which the combined critiques are attached.

Chief Instructor's Comments

8. Except for the unusual number of [REDACTED] students, as noted in paragraph 2, this class had few surprises. The wide spread of experience was apparent in the kinds of questions which the speakers had to contend with. There was also a good deal of discussion, following the pattern established during [REDACTED] talk. [REDACTED] CI/R&A 25X1A commented on the amount of dialogue during his lecture, and his experience was typical of the rest of the course.

25X1A

25X1A

25X1A

[REDACTED]
Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment